

**Office of Fair Housing and Equity
Intern Description
CORI Intern**

The Office of Fair Housing and Equity has oversight of the City of Boston CORI regulations requiring COB vendors have CORI friendly hiring practices in place. The Criminal Offender Record Information (CORI) Ordinance, CBC 4-7, was enacted in 2005 to ensure that persons and businesses supplying goods or services to the City of Boston deploy fair policies throughout the hiring process related to the screening and identification of persons with criminal backgrounds through the CORI system. The City only does business with Vendors that have adopted and employ CORI-related policies, practices, and standards that are consistent with City standards. The Office of Civil Rights investigates complaints of non-compliance with the CORI Ordinance. More information can be found here. <http://www.cityofboston.gov/fairhousing/cori.asp>

Duties and responsibilities

Under the supervision of the Deputy Director, the Intern is responsible for:

- Research and develop model CORI friendly hiring policies and procedures to share with COB vendors
- Research and develop a process for auditing COB vendor compliance with the CORI ordinance and regulations
- Research and compile CORI materials and resources available
- Support the CORI round table of CORI community advocates and COB department by developing agendas, taking meeting minutes and working with community partners on special projects
- Compile results of CORI COB vendor compliance survey and write a final report of findings including recommendations for next steps.

Qualifications

- Graduate student in law, social work, public health, or a related field
- Excellent writing and research skills
- Ability to work independently
- Strong inter-personal skills
- Strong communication skills
- Interest in Civil Rights, CORI and systemic barriers to employment and housing
- Interest in local government
- Proficient and or expert in Microsoft Office Suite and Google applications
- Organized, with an ability to prioritize time-sensitive assignments
- Must be able to work a minimum of 14 hours per week
- Candidates must provide a cover letter and resume including:
 - The placement title you are applying for
 - What skills and or knowledge you hope to gain from a placement opportunity with FHE.
 - Include the hours per week and start and end dates you are committing to
 - Interns must identify the school they are affiliated with and if they are pursuing this opportunity as a for credit internship.

The above internship opportunity is unpaid. Please submit cover letter and resume to: keith.williams@boston.gov